



Formation of a new Study Group

1. Proposals for new study groups must be submitted to the Membership Development Officer who will circulate to BSA Board of Trustees.
2. Proposals for new study groups must include the following:
 - a. an outline of the field to be covered, briefly explaining why a new group is needed;
 - b. a statement of the proposed aims of the group;
 - c. the support of at least fifteen current members of the Association (either hard copy signatures or e-mails), the names of the convenor(s), who must be a paid-up member(s) of the BSA at the time of proposal, and any other officers and committee members who have volunteered to support the group.
3. Proponents of new study groups should ensure that the proposed field of study is not likely to be deemed by the BSA Council to be already covered by an existing study group.

Tips for running a Study Group

- ◆ Have an extensive, up-to-date mailing list which includes BSA members and also non-BSA group members. JISCMail is a useful way to set up and manage such a list. If you require advice on how to do this please contact the BSA office.
- ◆ Although the term of office of study group officers is not limited, it is good practice for the convenor to seek the approval of the members of the study group for officers to continue in role at least once every three years.
- ◆ It is good practice for the convenor to ensure that at least one meeting of the group is held each year to deal with elections, finances, and to plan activities. Wherever possible the meetings of the study group should not clash with the BSA's key events, for example the BSA Annual Conference.
- ◆ Get a group of volunteers, particularly postgraduate students, from within the study group to help divide the workload.
- ◆ When holding an event, ensure you cover your costs and try to make a small surplus to put in your designated funds so you can plan for future activities.
- ◆ Use venues/catering facilities with minimal cost: the BSA's London Meeting Rooms are free for study group events; some Universities may offer free space; and discount rates for charities can be negotiated by the BSA office at many venues.
- ◆ Treat your speakers like VIPs but do not pay them a fee; it is flattering to be acknowledged as a revered authority on a subject and speakers should welcome the opportunity to promote their work and engage with a specialist audience.
- ◆ Think carefully about the focus of the events and make them of interest/accessible to a wide audience of academics and practitioners as this will help to ensure a bigger audience.
- ◆ When organizing an activity/event, watch out for hidden costs – make sure you are clear about rates that will be charged (including VAT) at the outset and plan to cover these accordingly.